

NHDHR Architectural History Consultant Policy

What is the Architectural History Consultant List?

The NHDHR maintains a list of qualified architectural historians who are actively working in NH for the ease and benefit of citizens and project proponents who require professional architectural history services. This list does not serve as an endorsement of a consultant's work, and it is not intended to limit a client's choice. Clients should perform due diligence when hiring a consultant.

What does it mean to be on the list?

Consultants are added to the list at their request if they are qualified under 36CFR61, the Secretary of the Interior's Professional Qualification Standard for architectural history. Listing indicates that the consultant has appropriate experience in the program specialties for which s/he is listed. The consultant-submitted qualifications are reviewed by the program professionals at NHDHR, and the information is kept on file at the NHDHR, available for in-person review upon request.

The list is composed of individual consultants, not firms. More than one consultant from a single firm may be listed. If a listed consultant changes employers, this listing can be changed to reflect her/his new position. However, it is the responsibility of the consultant to provide updated contact information to the NHDHR as necessary. If the NHDHR receives returned mail, bounced e-mail, or other indication that the contact information on file is no longer valid, the consultant may be removed from the active online listing until new contact information is provided.

The NHDHR will use this list to provide notices of NHDHR-sponsored trainings. Attendance at NHDHR-sponsored trainings will be reflected on the consultant listing. The list will also be used to notify consultants of changes in policy and revisions to forms used in fulfilling program requirements.

How long will a consultant be listed?

Listings are valid for 2 years. It is the responsibility of the consultant to apply for renewal with an updated resume of projects in progress or completed in New Hampshire. Consultants who have not worked in New Hampshire during their 2 year listing will be removed from the list.

How does a consultant get listed?

To apply for the Architectural History Consultants list, consultants must fill out the application form and submit a resume that highlights their experiences in the program areas for which they request to be listed. This application is reviewed

by the program staff for each specialty for which listing is requested. Reviewers are looking for experience with the processes, specific forms, types of research, and analysis/evaluation required in that program area, which can include specific experience in New Hampshire and the northeast. Requests for listing in specific program areas may be denied if the applicant's paperwork does not demonstrate this experience; an applicant may appeal by providing more information to demonstrate program experience.

Consultants wishing to be listed for their experience in Review and Compliance should demonstrate experience with the full extent of compliance projects, beyond just completion of survey in this program.

Can a consultant be removed from the list?

Consultants may be removed from the list for failure to complete projects in a manner consistent with NHDHR and relevant Federal program guidance and applicable time frames.

As the list is only advisory, removal from the list does not prevent a consultant from working in New Hampshire. A previously-removed consultant may seek to demonstrate her/his qualifications through successful completion of subsequent projects in New Hampshire. A consultant may apply to be re-listed 2 years after removal.

Duration of this policy

This policy is provided as written confirmation of existing NHDHR policy. It was last updated in February 2013.